

**Posted On:** March 12, 2014

**Apply by:** May, 30 2014

**POSITION: Director of Development**

**JOB CODE: DD**

**FUNCTION:** Plan, coordinate and implement all aspects of a comprehensive development program including fundraising, public relations and marketing initiatives. Work closely with CEO to manage donor and membership relationships and activities. Implement the YWCA's Mission.

**QUALIFICATIONS:**

1. Bachelor's degree in nonprofit management, communications, public administration or 5 years of comparable experience required. \* Master's degree preferred. CFRE highly desirable.
2. Five years of significant fundraising experience required, including experience in annual giving, major gifts, planned giving and public relations that demonstrate use of accepted fundraising principles and practices.
3. Proven success in developing donor relationships resulting in significant gifts.
4. Demonstrated experience with endowment/capital campaigns and with special events.
5. Demonstrated experience in successfully working with executive leadership, a board of directors and committees in a non-profit setting.
6. Demonstrated leadership ability in program, staff and organizational development.
7. Demonstrated ability to work well under pressure in situations that require teamwork.
8. Demonstrated highly effective oral and written communication and organizational skills.
9. Demonstrated ability to work with people of diverse backgrounds.

\*The employer reserves the right to consider commensurate experience.

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

**RESPONSIBILITIES:**

1. Generate, develop and implement, with executive and volunteer leadership, fundraising initiatives including annual giving, membership, major gifts, endowment, planned giving and capital campaigns that increase the short- and long-term financial security of the organization.
2. Oversee all phases of grants and contracts (researching, applications, receipts, monitoring and reporting).
3. Plan and implement all special events, and public relations and marketing activities.
4. Initiate, with CEO approval, grants and funding requests for new programs and services, capital needs and ongoing programs and services.
5. Develop and maintain member, donor, donor prospect and other targeted population's relationships with the YWCA.
6. Supervise development staff to accomplish all activities related to donor records, receipting, membership, etc., ensuring the timely acknowledgement of all YWCA memberships and gifts (cash and in-kind, memorial and "in honor").
7. Plan and implement member recruitment program and maintenance activities, including communications and membership recognition activities.
8. Develop and maintain complete documentation on all fundraising projects.

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**ywca** position opening

YWCA of Kalamazoo  
Michigan  
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9. Participate as an enthusiastic and positive member of Management Staff Team and Administrative Director Staff Team.
10. Attend Board meetings and committee meetings as needed to provide support for development initiatives.
11. Work cooperatively with Management Staff to assist in implementation and practical application of development, public relations and marketing recommendations and systems as needed.
12. Maintain compliance with local, state and federal funding requirements and/or regulations.
13. Participate in local, state and national professional networks.
14. Safeguard confidential information gained as a result of the position.
15. Comply with Association policy regarding required reporting of child abuse, elder abuse, suicide and homicide.
16. As a YWCA employee, project a positive image of the Association and its programs to the community, the Association and the program.
17. Work cooperatively with program participants, YWCA staff and volunteers.
18. Perform other duties as assigned.
19. Knowledge of Raiser Edge Fundraising software a plus

#### TRAINING REQUIREMENTS:

1. Familiarization with YWCA Personnel Policies and Mission
2. Appropriate training and in-service which will occur during employment.

HOURS OF WORK: Full-time. Flexible as a response to program needs and as arranged with supervisor.

STARTING WAGE RANGE: Commensurate with Experience

FLSA STATUS: Exempt

DEPARTMENT: YW-DEV

SUPERVISED BY: CEO

EOE

To Apply:  
Send **Cover Letter and Resume** to the Attention of Human Resources:  
Email: [hr@ywcakalamazoo.org](mailto:hr@ywcakalamazoo.org); Fax: 269-345-8230; Mail: 353 E. Michigan Ave Kalamazoo, MI 49007